



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-0301

7000
Code 420
AUG 15 2005

POLICY STATEMENT 05-05

From: Commanding General
To: Distribution List

Subj: PENALTIES FOR GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD
(GCPC) ABUSE/NONCOMPLIANCE

Ref: (a) DoD OUSD memo of 10 Jun 03
(b) DoD OUSD memo of 29 Dec 03
(c) EBUSOPSOFFINST 4200.1A of 2 Sep 03

Encl: (1) Matrix of Disciplinary Action for GCPC Offenses

1. Situation. It is Department of Defense (DoD) and Department of the Navy (DoN) policy that improper, fraudulent, abusive, or negligent use of a GCPC is prohibited. This includes any use of the GCPC for purposes that are inconsistent with the official business of DoD or DoN, or with applicable regulations. References (a) and (b) provide disciplinary guidelines for military and civilian personnel. Reference (c) requires establishing local policies which identify the disciplinary action to be taken for noncompliance (i.e., administrative issues), fraud, misuse, and/or abuse associated with the GCPC Program.
2. Mission. Establish policy regarding disciplinary guidelines for misuse/abuse of the GCPC. The intent of this policy is to ensure that management emphasis is given to the important issue of personal accountability for GCPC noncompliance, fraud, misuse and/or abuse.
3. Policy. The enclosure represents those actions that will be taken against anyone who is in noncompliance with the GCPC Program regulations. In addition to the enclosure, supervisors who receive information indicating that a civilian or military employee has engaged in any fraud, misuse or abuse of a purchase card, shall take appropriate corrective or disciplinary/adverse action in accordance with references (a) and (b).

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4. Command and Signal.

a. Command. This Policy Statement is applicable to the
Marine Corps Logistics Command.

b. Signal. This Policy Statement is effective immediately.



WILLIE J. WILLIAMS

Distribution: A

Matrix of Disciplinary Action for GCPC Offenses

TYPE OF OFFENSE	1 ST Occurrence	2 ND Occurrence (Within One Year from Date of 1 ST Occurrence)	3 RD Occurrence (Within One Year from Date of 1 ST Occurrence)
Suspected Personal Use/Fraud	<ol style="list-style-type: none"> 1. Notify CH, AO, and supervisor (if different than the AO). 2. Turn over to Command for investigation. 3. Suspend account pending investigation. 		
Items prohibited By EBUSOFFINST 4200.1 (excluding personal use)	Letter of caution (Copy to CH, AO, and supervisor, if different than the AO).	60-Day suspension pending refresher training.	Cancel card.
Not for a bonafide need (e.g. gold plating)	Letter of caution (Copy to CH, AO, and supervisor, if different than the AO).	60-Day suspension pending refresher training.	Cancel card.
Split Purchase	Letter of caution (Copy to CH, AO, and supervisor, if different than the AO).	60-Day suspension pending refresher training.	Cancel card.
Exceeding Authorized Limits (excluding personal use)	Letter of caution (Copy to CH, AO, and supervisor, if different than the AO).	60-Day suspension pending refresher training.	Cancel card.
All Non-Compliance Issues (Ex: Mandatory Screening, 2ND Party Signatures, Missing Documentation, etc.)	Letter of caution (Copy to CH, AO, and supervisor, if different than the AO).	60-Day suspension pending refresher training.	Cancel card.